FORT DIX FINANCE

PRE SRP BRIEF

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- **WHEN A UNIT IS MOBILIZED, THE FORT DIX FINANCE OFFICE EXPECTS THAT THE RSC OR USPFO WILL MAKE THE INITIAL INPUT TO START THE SOLDIERS LONG TOUR, BASIC ALLOWANCE FOR SUBSISTANCE (BAS) AND BASIC ALLOWANCE FOR HOUSING (BAH).**
- **DURING THE SRP, FINANCE WILL REVIEW:**
  - THE SOLDIERS MASTER MILITARY PAY ACCOUNT: A CURRENT FINANCE STATUS REPORT

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- DA 5960- SHOULD BE CERTIFIED AT UNIT LEVEL
  - DETAILS THE FINANCE DEPENDENCY STATUS OF A SOLDIER, ALSO VERIFIES SOLDIERS HOME OF RECORD FOR ELIGIBILITY FOR BASIC ALLOWANCE FOR HOUSING

SOLDIER MUST PROVIDE A COPY OF MORTGAGE OR LEASE AGREEMENT, DIVORCE DECREE, AND MARRIAGE LICENSE OR BIRTH CERTIFICATE TO THE FINANCE OFFICE IF THIS DATA HAS NOT BEEN LOADED BY THE UA.

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- DA-1561 FAMILY SEPARATION FORM (COMPLETED AT THE SRP SITE)
- ELIGIBILITY FOR FSA IS BASED ON DUTY LOCATION AND DISTANCE FROM DEPENDENTS

PROVIDES $100.00 MONTHLY ENTITLEMENT TO SOLDIERS WITH DEPENDENTS SEPARATED FROM THEIR FAMILIES DURING

MOBILIZATION.

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- ADDITIONAL DOCUMENTATION REQUIRED

(BRING TO SRP SITE)

1. INDIVIDUAL MOBILIZATION ORDERS
2. MORTGAGE OR LEASE AGREEMENT
3. DEPENDENT BIRTH CERTIFICATE
4. PROMOTION ORDERS (IF APPLICABLE)
5. VOIDED CHECK (IF CHANGING BANK ACCOUNT)
6. MARRIAGE LICENSE OR DIVORCE DECREE
7. COURT ORDERED CHILD SUPPORT DOCUMENTATION
8. INCENTIVE PAY ORDERS (IF APPLICABLE)

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Any Questions

CONTACT THE FORT DIX FINANCE OFFICE AT COMM: 609-562-4877 DSN: 944-4877